

<p style="text-align: center;"><u>Meeting Highlights</u></p>	<p style="text-align: center;">System Development Life Cycle (SDLC) Workgroup Meeting</p> <p>DAY: Friday, November 5, 2010 TIME: 9:00AM-12:00PM LOCATION: Department of Insurance (Dobbs Building, 430 N Salisbury Street, Raleigh, Conference Room 2238) or Dial-In 919-212-3144</p>
<p>Meeting Called By:</p>	<p>SDLC Workgroup Members</p>
<p>Meeting Purpose:</p>	<p>Prepare work group charter and organize to position the group to move forward.</p>
<p>Attendees:</p>	<p>Chris Cline, Community Colleges Beau Garcia, Department of Insurance LaQuita Hudson, Information Technology Services Michele Jackson, Backup for Department of Revenue Ronda Jones, Department of Public Instruction Linda Lowe, Statewide Enterprise Project Management Office Gaye Mays, Statewide Enterprise Project Management Office Cheryl Ritter, Department of Transportation</p>

Agenda Topics Discussed:

Beau provided refreshments. Gay opened the session by providing an update on the “overlap” concern with our work group efforts to a project Nevin Fouts is overseeing. Nevin’s project is exploring Software as a Service which appears to be asking similar process efficiency questions as us. Kathy Bromead has asked that our group refer back to our original charge and turn our focus more towards Project Management for Agile Projects. The team reviewed the charter and agreed on modifications which should clarify our group’s purpose. Beau will forward a copy of the charter reflecting these modifications.

Update for agencies’ backup plans:

- DPI: Angela Blackshaw
- Community Colleges – no backup identified

Update on a training opportunity: Beau has been facilitating training within DOI and is opening the training to other agencies thru his counterparts. He offers training to his staff 1st Wednesday of each month. Training is scheduled 10:30 till noon. The training sessions are outlined for a particular topic to review process, function and provide a hands-on-experience. A recent session was focused on Business Case development. Beau will forward to this group’s members a notice for his next session.

Arun was not available to share his project Example: DHHS Central Region Psychiatric Hospital Automation Program (CHAPS) Infrastructure Project. This item will be deferred for another session after the January session.

The remaining session time was spent discussing the TASD for Agile development and preparing for our December meeting with Doug Banich, Enterprise Architecture. The following points were made:

- Our approach for presentation/inquiries should be based on methodologies. We should provide recommended solution(s) for each of the problems we site.

- Beau presented the excel report generated from the data collection form. Attendees discussed various points regarding the TASD.
- Beau illustrated the process he proposes in managing Agile projects on the white board. He will transfer the illustration into a diagram/picture and forward to the group for review and feedback.
- The following recommendations were made as items to discuss with Doug:
 1. Review how Agile for Software development works and how architecture reviews fit; refer to Linda's presentation and Beau's mapping of Agile sprints (0 – 5) to the PPM workflow.
 2. Make the TASD document meaningful as a living artifact for reference, project elaboration, and architecture review; maintain the TASD updates as date driven or version driven. A version control method would align with Agile sprints\iterations
 3. Enable better collaboration between Enterprise Architecture and the Agencies; define an Architecture Committee to be chaired by Nevin/Doug meeting on a periodic basis with Agency Architects assigned to the committee. Review key architecture happenings and create an environment to exchange strategic ideas/plans for architecture, and continually improve the process for architecture design reviews.
 4. Develop a method to communicate in a streamlined method to level set for all project contributors; track all AE issues in the PPM issues log (from open thru resolution), and use Remedy to request AE review of updated TASD documents, establish a global SLA for Agile Projects between AE and the Agencies so that turnaround time for a TASD update review is completed within 10 days.

Plans for the next 2 meetings:

- 1) December 10th - Meet with Doug Banich on ITS A&E topic, finalize agenda for ITS New/Enhanced Services discussion
- 2) January 7th - Meet with Brian Layh and John Scanlon on ITS New/Enhanced Services topic; agree on a meeting agenda for February

Action items to address before the December meeting:

- ☐ Group Members - provide feedback by close of business Monday November 15 to Linda for the Agile Presentation she forwards
- ☐ Beau - forward to group members the updated work group charter, and a diagram/picture of the whiteboard discussion mapping an Agile Sprint Flow (0 thru5) with the PPM workflow
- ☐ Group members - participate in correspondence (email exchange) to refine points to share with Doug Banich before the December meeting.
- ☐ LaQuita - submit to Doug Banich points of discussion for our December meeting by Friday December 3rd; scribe Friday December 10 meeting; and bring snacks

The session adjourned at 11:55 a.m.

The following are areas previously discussed and the priorities set for further discussion (listed in priority order):

1. ITS A&E (ESRMO and NCID will be part of this category)
 2. ITS New/Enhanced Services (discussed ITS provisioning and slow service, need single point of contact, etc.)
 3. EPMO – PMA inconsistencies (standards)
 4. OSBM
 5. All of the following were rated the same: OSC, DCR, Archives, State Auditor
 6. IT Procurement – lowest priority because there is another workgroup handling these issues
- Note: Agile and other processes will be addressed as part of each of the topics above